

The regular meeting of the Municipal Civil Service Commission convened on Monday, August 26, 2002, at 12:30 p.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Review and approval of the June 24, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conferences for the following appeals:*  
a. *Tonya L. Atchley vs. Columbus Public Schools, Appeal No. 02-BA-0010, Bus Driver – Discharge – Trial Board scheduled for October 7, 2002.*  
b. *Shelton Barksdale vs. Columbus Public Schools, Appeal No. 02-BA-0009, Head Custodian II - Discharge – Trial Board scheduled for December 2, 2002*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported on the results of two pre-hearing conferences held July 29, 2002.

Tonya Atchley, Bus Driver, Columbus Public Schools was discharged. The Trial Board hearing will be on merits and mitigation. Loren Braverman, attorney for Columbus Public Schools, intends to call four witnesses. Tom Drabick, OAPSE attorney for Ms. Atchley, had not had an opportunity to meet with his client, so he is to notify the Commission by close of business on September 13, 2002, who his witnesses will be. Both parties agreed that the hearing should take no more than an hour.

Shelton Barksdale, Head Custodian II, Columbus Public Schools was discharged. Mr. Braverman listed five witnesses; Mr. Drabick indicated his client provided him with a list of people he thought were pertinent but Mr. Drabick does not intend to call all these people as witnesses. Mr. Drabick will notify the Commission by close of business on September 13, 2002, which witnesses he will call. Both parties anticipate that this will be a full-day hearing.

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RE: *Rule XIV(A)(2) Motion Hearing in the appeal of Billie G. Lee (Appeal No. 02-CA-0003)*

Rick Brunner and Steve Brown, attorneys for the appellant, submitted a brief and made oral arguments to compel discovery in Mr. Lee's appeal. Michael Matuska, Assistant City Attorney for the City of Columbus, submitted a brief and made oral arguments against compelling discovery on Mr. Lee's appeal. After considering the submitted briefs and oral arguments from both parties, the Motion to Compel Discovery was unanimously denied by the Commissioners.

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RE: *Request of the Civil Service Commission to revise Rule VI(E)(2).*

PRESENT: Brenda S. Sobieck, Personnel Administrative Officer

Brenda S. Sobieck presented the Commission's request to revise Rule VI(E)(2). This rule deals with the disqualification of applicants and eligibles, and when revised in the past, the cross-references were not changed. The rule contains a sentence that applicants are precluded from City employment if they fail the pre-employment drug test; it also refers to section (P), the background removal standards. As it was not intended to refer to those standards, it was recommended that reference be deleted from the Rule.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of Appellant Shirley King to withdraw the appeal she filed with the Civil Service Commission on March 19, 2002 – Appeal Number 02-BA-0004.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of Appellant Cheryl Sharp to withdraw the appeal she filed with the Civil Service Commission on January 15, 2002 – Appeal Number 02-BA-0001.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Review and approval of the 2003 Civil Service Commission Trial Board Schedule.*

A motion to approve the schedule was made, seconded, and passed unanimously.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Garage Operations Supervisor (Class Code 687).*

PRESENT: Robert Smallwood, Columbus Public Schools

Robert Smallwood presented this request from Columbus Public Schools to reflect terminology changes made in the State of Ohio Driver's License Regulations, from "chauffeurs" to "CDL"; changes in the ASE terminology designation from "mechanics" to "technicians," and terminology changes from "video terminals" to "personal computers," and "micro computer" to "computer network system." No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Garage Assistant Supervisor (Class Code 686).*

PRESENT: Robert Smallwood, Columbus Public Schools

Robert Smallwood presented this request from Columbus Public Schools to reflect terminology changes made in the State of Ohio Driver's License Regulations, from "chauffeurs" to "CDL"; changes in the ASE terminology designation from "mechanics" to "technicians," and terminology changes from "video terminals" to "personal computers," and "micro computer" to "computer network system." No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Student Intern II with no revisions (Class Code 0782).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to approve the specification review for Student Intern II with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in June of 1997. There are currently eighteen incumbents in this classification.

Based on information collected from questionnaires completed by incumbents and reviewed by their respective supervisors, no proposed revisions were needed at this time. It was therefore recommended that the review of the specification for this classification be approved without changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Student Intern III with no revisions (Class Code 0788).*

PRESENT: Tamira M. Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to approve the specification review for Student Intern III with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in June of 1997. There are currently eight incumbents in this classification.

Based on information collected from questionnaires completed by incumbents and reviewed by their respective supervisors, no proposed revisions were needed at this time. It was therefore recommended that the review of the specification for this classification be approved without changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Soil Applications Coordinator with no revisions (Class Code 0769).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to approve the specification review for Wastewater Soil Applications Coordinator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1997. There are currently no incumbents in this classification.

Based on information received from the department, no proposed revisions were needed at this time. It was therefore recommended that the review of the specification for this classification be approved without changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification of the classification Parking Regulations Attendant (Class Code 3022).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Parking Regulations Attendant as part of the Commission's effort to review all classifications every five years. This classification was last updated in May of 1997. There are currently ten incumbents assigned to the Office of the City Treasurer.

It was recommended that the definition be revised from "immediate" to "general" to reflect the level of supervision necessary for performance of the job duties. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Parking Regulations Attendant. No revisions to the minimum qualifications were required. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Assistant Manager (Class Code 1158).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Supervisor II (Class Code 3876).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Manager (Class Code 1159).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plants Coordinator (Class Code 1160).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Criminal Intelligence Analyst (Class Code 0842).*

PRESENT: Richard D. Cherry, Personnel Analyst II

Richard D. Cherry presented the Commission's request to revise the specification for the classification Criminal Intelligence Analyst as part of the Commission's efforts to review, and revise if necessary, all specifications every five years. This specification was last reviewed in August of 1997. There is currently one position allocated to this classification in the Columbus Division of Police, Department of Public Safety.

After a close review of this specification it was determined that the only proposed changes would be to the minimum qualifications. In order to eliminate any confusion, it was recommended that possession of a bachelor's degree be specified in the minimum qualifications and that one-year experience in analyzing data and investigation criminal activity be specified. It was further recommended that only a master's degree in criminology, law enforcement or closely related field may be substituted for the required experience.

No revisions to the noncompetitive examination type or the 365 days probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Laboratory Assistant (Class Code 1971).*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission's request to revise the specification for the classification Laboratory Assistant. This classification was created in 1963 and was last revised in 1997. There are currently six incumbents in this classification, five with permanent status and one with provisional status.

It was recommended that the definition be revised to read "is responsible for preparing materials for testing and conducting basic laboratory tests." Revisions to the examples of work were recommended to reflect these changes and to update the current tasks. It was also recommended that the minimum

qualifications be revised to reflect the removal of the term “subprofessional” in reference to laboratory experience. It was further recommended that the “ability to concentrate on a task without becoming distracted” be added to the knowledge, skills and abilities. No revision to the competitive examination type or the 180 probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Information Technology Account Manager, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

*Request of the Civil Service Commission staff to reallocate designated technology positions in the current Information Systems Manager classification (Class Code 0869) to the proposed Information Technology Account Manager classification and allow all affected incumbents in these positions being reallocated to retain their current classification status and seniority.*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission’s request to create the specification for the classification Information Technology Account Manager. All technology functions within the City are now consolidated under the direction of the Department of Technology (DoT) and it was recommended that a classification be created for the group of individuals responsible for managing the technology needs of the other City departments.

It was recommended that, by definition, the Information Technology Account Manager is responsible for analyzing departmental technology requirements, coordinating the implementation of the technology systems within the departments and overseeing the execution of service level agreements between the departments and the DoT. The examples of work were written to include the types of duties to be performed by individuals in this position. A guidelines for class use was included to indicate that this classification is for use within the DoT to monitor service level agreements related to the information technology requirements of individual departments and that incumbents are assigned to one or more departments through the IT Business Office. Although the minimum requirements require a bachelor’s degree and three years experience, in order to allow flexibility in recruiting and hiring qualified candidates, it was recommended that equivalent work experience may be substituted for the required education on a year for year basis. Possession of a master’s degree in this field may be substituted for one year of the required experience. The knowledge, skills and abilities were developed to include knowledges, skills and abilities required for successful performance of the job. It was recommended that the examination type be designated noncompetitive and that the probationary period be designated at 365 days.

It was also recommended that six positions in the current Information Systems Manager classification (Class Code 0869) be designated to the proposed Information Technology Account Manager classification and that all affected incumbents in these position being reallocated retain their current classification status and seniority.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification of Help Desk Representative and designate the examination type at competitive (Class Code 0544).*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission’s request to revise the specification for the classification Help Desk Representative. The Department of Technology (DoT) has assumed responsibility for all information technology functions previously performed by various departments and divisions citywide. Civil Service Commission staff continues to work with them to identify specific technical areas for new classifications and to revise current classifications to fit their new organizational structure. DoT has identified a centralized user support system as a critical service to the provided citywide and therefore requested to revise the classification of Help desk Representative.

Revisions to the definition were requested to indicate that this position is responsible for providing “first level technical support and resolution of desktop hardware and software problems for end users”. Revisions to the examples of work were revised to more accurately represent the type of duties performed by incumbents in this position. A guidelines for class use was included to ensure that these positions are only allocated to the Department of Transportation, or with agreement from DoT, to designated positions dealing with embedded systems outside the DoT. The minimum qualifications were recommended for revision to require not only the associate’s degree, but also one year of experience providing technical support for desktop systems. Possession of a valid A+ or comparable professional certification as a computer support technician or two additional years experience providing technical support may be substituted for the associate’s degree. Revisions to the knowledge, skills and abilities were recommended to include knowledge of Microsoft Office products and other generalized software applications, general knowledge of modern office procedures, methods and computer equipment and the ability to complete forms and maintain records. It was also recommended that the examination type be designated competitive because although a professional IT certification is required, applicants may substitute education, experience or a combination thereof for the certification and approval of these qualifications is based upon interpretation of the information supplied by the applicant. It was recommended that the probationary period remain at 365 days.

A motion to approve the request was made, seconded, and passed unanimously

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Desktop Support Technician, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

*Request of the Civil Service Commission staff to reallocate designated technology positions to the proposed Desktop Support Technician classification and to allow all affected employees to retain their current classification status and seniority.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Technical Support Analyst, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

*Request of the Civil Service Commission staff to reallocate designated technology positions to the proposed Technical Support Analyst classification and to allow all affected employees to retain their current classification status and seniority.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the classification Data Communications Specialist I (Class Code 3640).*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission’s request to place a hiring moratorium on the specification for the classification Data Communications Specialist I. This classification was included in the Information Technology series project, the major focus of which was to review all technology classifications, revise them to reflect today’s standards of technology where appropriate and when needed, create new classes in new areas of technology. Data Communications Specialist I was created in 1979 to install, repair and maintain the wiring for data communications systems. As technology evolved, incumbents in this class assumed duties associated with providing technical desktop support to individuals within the division and to maintaining the internal user support systems within their own departments. For at least the last four years the City has contracted with outside vendors to install its communications lines, duties originally assigned to data communications specialists.

As a result of job observations and interviews with incumbents and their supervisors, it was apparent that the job responsibilities and duties as defined in the specification for Data Communications Specialist I are no longer being performed by current City employees. It was therefore recommended that a hiring moratorium be placed on the classification Data Communication Specialist I to eliminate confusion

with the proposed new structure of the information technology series. The proposed hiring moratorium will not affect the employment status or appointment type of the incumbents.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the classification Data Communications Specialist II (Class Code 3641).*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission's request to place a hiring moratorium on the specification for the classification Data Communications Specialist II. This classification was included in the Information Technology series project, the major focus of which was to review all technology classifications, revise them to reflect today's standards of technology where appropriate, and when needed, create new classes in new areas of technology. Data Communications Specialist II was created in 1989 to coordinate the installation, maintenance and repair of computer communication networks and to oversee the work of Data Communications Specialists I. As technology evolved, incumbents in this class assumed duties associated with providing advanced technical desktop support to individuals within the division and to maintaining the internal user support systems within their own departments. For at least the last four years the City has contracted with outside vendors to install its communications lines, duties originally assigned to data communications specialists.

As a result of job observations and interviews with incumbents and their supervisors, it was apparent that the job responsibilities and duties as defined in the specification for Data Communications Specialist II are no longer being performed by current City employees. It was therefore recommended that a hiring moratorium be placed on the classification Data Communication Specialist II to eliminate confusion with the proposed new structure of the information technology series. The proposed hiring moratorium will not affect the employment status or appointment type of the incumbents.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Tree Trimmer, designate the examination type as noncompetitive, extend the probationary period to 365 days and amend Rule XI accordingly (Class Code 3760).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request from the Recreation and Parks Department because of their significant difficulty in recruiting qualified candidates due to the unique skills of this job (for example, the ability to climb trees using a rope and saddle).

The results of the last seven administrations of this test were that of the forty (40) qualified applicants; only twenty-two (22) passed the test. Therefore, in accordance with Rule IV(B)(4)(b), due to the peculiar and exceptional skills required to do this job and the resultant difficulty recruiting qualified applicants, it was requested that the examination type be revised to noncompetitive. It was also requested that the probationary period be extended to 365 days in accordance with Commission policy on probationary periods for noncompetitive classifications. No other revisions were recommended for this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Keep Columbus Beautiful Coordinator and designate the examination type as noncompetitive (Class Code 0751).*

This item was deferred.

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RE: *Residency hearing review: Amanda Wheeler, Health Education Program Planner*

In the matter of Amanda Wheeler, Health Education Program Planner, Columbus Department of Health, the Commissioners reviewed documents and decided that Ms. Wheeler does meet the residency requirement.

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RE: *Personnel Action.*  
*Request of the Civil Service Commission staff to reallocate one (1) position in the Building Maintenance Supervisor I classification (59-07-00568) to the Security Specialist Supervisor classification and allow the affected incumbent to retain his current status and seniority.*

This item was deferred.

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RE: *Administrative/Jurisdictional Reviews*

*Review of the appeal of Phillip Andrick regarding the denial of his request to submit an untimely application for the Firefighter examination. Appeal No. 02-CA-0005.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Andrick's appeal without a hearing pursuant to Commission Rule XIII(G)(1). All applications submitted via the Internet were recorded electronically, regardless of whether or not the submission was complete. The Commission does not have any record that Mr. Andrick filed an application for the firefighter examination during the online filing period, and cannot accept applications beyond the last date of the filing period.

*Review of the appeal of Herbert Cornett regarding his score for the Police Officer examination. Appeal No. 02-BA-0006.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Mr. Cornett's examination was scored appropriately, and that no applicants who failed any portion of the police officer exam are in the Academy or serving as police officers. Based upon the foregoing, the Civil Service Commission denied the appeal and dismissed it without a hearing pursuant to Civil Service Commission Rule XIII(G)(1).

*Review of the appeal of James B. Wells regarding the denial of his request to submit an untimely application for the Firefighter examination. Appeal No. 02-CA-0007.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Mr. Wells' request for military accommodation did not meet the criteria for accommodation because he did not file an application during the filing period. Civil Service Rule VI(C)(3) specifies that applications for competitive examinations "shall be filed in the Office of the Commission, or at such other place or places, designated by the Commission, within the time prescribed in the examination announcement." The Commission cannot accept applications beyond the deadline. Based upon the foregoing, the Civil Service Commission denied the appeal and dismissed it without a hearing pursuant to Civil Service Rule XIII(G)(1).

*Review of the appeal of Hureara L. Baker regarding his discharge from the position of Alcohol and Drug Abuse Counselor at the Columbus Department of Health. Appeal No. 02-CA-0008.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that the Commission does not have jurisdiction over Mr. Baker's appeal. Mr. Baker's position was in bargaining unit AFSCME Local 2191. Per Section 11.8 of the AFSCME contract, the right of employees to file appeals to the Civil Service Commission under Section 149-1 of the City Charter is specifically waived. Based upon the foregoing, the Civil Service Commission decided to dismiss the appeal without a hearing because it lacks jurisdiction over the appeal.

*Review of the appeal of Jennie Sullivan regarding her missing the May 2002 administration of the Firefighter examination. Appeal No. 02-CA-0010.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that because Ms. Sullivan did not correctly complete her application for the Firefighter examination, an incorrect address was entered into the system, thereby resulting in Ms. Sullivan not receiving her admission letter for the exam. Because this error was due to Ms. Sullivan filling out the application incorrectly, the Commission has determined that no further action is necessary. Based upon



the foregoing, the Civil Service Commission decided to deny the appeal and dismiss it without a hearing pursuant to Commission Rule XII(G)(1).

*Review of the appeal of Scott Logan regarding the rejection of his application for Bus Transportation Supervisor II with the Columbus Public Schools. Appeal No. 02-BA-0012.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Mr. Logan did not meet the minimum qualifications for the position of Bus Transportation Supervisor II and upheld the rejection of his application. Based upon the foregoing, the Civil Service Commission decided to dismiss the appeal without a hearing.

*Review of the appeal of Yolanda Smith-Johnson regarding her written reprimand in the position of Bus Driver with the Columbus Public Schools. Appeal No. 02-BA-0013.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Section 124.34(B) of the Ohio Revised Code applies to school employees in the classified service and that there is no provision in this Section for the appeal of a written reprimand. Based upon the foregoing, the Civil Service Commission decided to dismiss the appeal because of lack of jurisdiction over the appeal.

*Review of the appeal of Sandra Mohr regarding her 3-day suspension from the position of Bus Driver with the Columbus Public Schools. Appeal No. 02-BA-0014.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Section 124.34(B) of the Ohio Revised Code states that a school employee working in the classified service may appeal a suspension of more than three working days but does not address appeals for suspensions of three days or less. Based upon the foregoing, the Civil Service Commission decided to dismiss the appeal without a hearing because of lack of jurisdiction over the appeal.

*Review of the appeal of Daryl Stewart regarding the rejection of his application for Network Analyst with the Columbus Public Schools. Appeal No. 02-BA-0015.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to grant Mr. Stewart’s appeal. Commission staff was notified that the Director of Classified Personnel had decided to reverse the decision on Mr. Stewart’s request for review and approve his application for Network Analyst. Based upon the foregoing, the Civil Service Commission decided to grant the appeal and approve Mr. Stewart’s application for Network Analyst with the Columbus Public Schools.

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RE:    *BACKGROUND ADMINISTRATIVE REVIEWS*

Background Administrative Reviews		
July 18, 2002		
Patrick J. Lavender	Police Officer	02-BR-043
Robert E. Lagore	Police Officer	02-BR-044
Scott A. Martin	Police Officer	02-BR-045
David E. Walters	Police Officer	02-BA-046
Kelli L. Walters	Police Officer	02-BR-047

After reviewing the file of Scott A. Martin, the Commissioners decided his name would be reinstated to the police officer eligible list. After reviewing the files of Patrick J. Lavender, Robert E. Lagore, David E. Walters, and Kelli L. Walters, the Commissioners decided their names would not be reinstated to the police officer eligible list.

Background Administrative Reviews		
August 8, 2002		
James L. Harris	Police Officer	02-BR-048
Irene Atwood	Police Officer	02-BR-049
Shirley A. Brown	Police Officer	02-BR-050
Danny J. Allen	Police Officer	02-BR-051
Scott A. Camp	Police Officer	02-BR-052
William P. Pack	Police Officer	02-BR-053
Carl Philip Hemmeler	Police Officer	02-BR-054
Jeremy S. Rising	Police Officer	02-BR-055
Thomas R. DeMatteo	Police Officer	02-BR-056

Roger F. Howard	Police Officer	02-BR-057
Gregg Smith	Police Officer	02-BR-058
James E. Nichols II	Automotive Mechanic (Heavy)	02-BR-059
Nickalus J. Bourne	Police Officer	02-BR-060
Clermont P. Gagnon	Police Officer	02-BR-061

After reviewing the file of Irene Atwood, the Commissioners decided her name would be reinstated to the police officer eligible list. After reviewing the files of James L. Harris, Shirley A. Brown, Danny J. Allen, Scott A. Camp, William P. Pack, Carl Philip Hemmeler, Jeremy S. Rising, Thomas R. DeMatteo, Roger F. Howard, Gregg Smith, Nickalus J. Bourne, and Clermont P. Gagnon, the Commissioners decided their names would not be reinstated to the police officer eligible list. After reviewing the file of James E. Nichols, the Commissioners decided that his name would not be reinstated to the automotive mechanic (heavy) eligible list.

Background Administrative Reviews		
August 22, 2002		
Suzanne S. Fuller	Police Officer	02-BR-062
Kenosha L. Reynolds	Police Officer	02-BR-063
Joshua C. Green	Police Officer	02-BR-065
Damon L. Rispress	Police Officer	02-BR-066
Jason T. Bowman	Police Officer	02-BR-067
Michael V. Capuano	Police Officer	02-BR-068

After reviewing the files of Kenosha L. Reynolds, Damon L. Rispress, and Jason T. Bowman, the Commissioners decided their names would be reinstated to the police officer eligible list. After reviewing the files of Suzanne S. Fuller, Joshua C. Green, and Michael V. Capuano, the Commissioners decided their names would not be reinstated to the police officer eligible list.

Police Communication Technician Applicants	
Removed During the Prescreening Process	
Bracey Goodwin	Employment (C.3)
Lolita Quinichett	Criminal Activity (G.4)
Laurie Vince	Criminal Activity (G.4)

The Commissioners reviewed the files of three police communication technician applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police communication technicians during the pre-screening process.

After reviewing the files of Bracey Goodwin, Lolita Quinichett, and Laurie Vince, the Commissioners decided that their applications would be accepted and they would be permitted to take the police communication technician examination.

Police Officer Applicants	
Removed During the Prescreening Process	
David Buchanan	Employment (C.3)
Jason S. Cameron	Traffic (E.5)
Matthew Gordon	Traffic (E.5)
Charles Hightower	Employment (C.3)
Daniel Savage	Employment (C.3)
Brian M. Taylor	Traffic (E.2/E.5)

The Commissioners reviewed the files of six police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to violations of the background standards for police officers during the pre-screening process.

After reviewing the files of David Buchanan, Jason S. Cameron, Matthew Gordon, Charles Hightower, Daniel Savage, and Brian M. Taylor, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the police officer examination.

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RE:     *Decision on hearing on the merits of the appeal of Sureeta D. Harris from the action of the Department of Public Safety, Division of Police, suspending her for 120 hours from the position of Police Officer – Case No. 01-CA-0024.*

## **DECISION**

The Commission, in a unanimous decision, found Officer Harris guilty of Charge I, Specifications III, V and VII. The Commissions found Officer Harris not guilty of Charge I, Specifications I, II, IV, and VI. Based on the foregoing, the Commission modified the action of the appointing authority from a 120-hour suspension to a 40-hour suspension.

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*The Commissioners adjourned their regular meeting at 3:41 p.m.*

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Priscilla R. Tyson, Commission President

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September 30, 2002  
Date